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DIB 5005

DD/S 20-2082

GB/S REGISTRY
FILE Training 3-1

19 May 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposal for Training Support CTs
During October 1970

1. After consulting with Chief, Career Training Program, it is apparent that there will be at most only five candidates available for the Support Services Course for CTs that we had planned to give during October 1970.

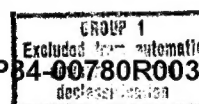
2. Four of the prospective candidates were interviewed recently by [] and, as indicated in Tab A, three of them have been with the Agency more than four years and one [] has been an employee more than 11 months. All believe that they have excellent knowledge of Support Directorate functions.

3. In light of the limited number of candidates and their fairly extensive Agency experience, I believe it would be a more economical and justifiable use of the Support School staff and guest speakers if this particular group were enrolled in appropriate existing courses than it would be to conduct a course specifically for them. Fortunately, four courses are scheduled to be given in October which can be of direct value to these CTs, and the training can be completed within the October time frame. These courses and the scheduled dates are:

Supervision	5 - 9 October
ADP Orientation	13 - 15 October
Managerial Grid	18 - 23 October
Support Services Review: T&H	26 - 30 October

4. The Managerial Grid and ADP Orientation have been included in the training given previous Support CT classes and,


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invariably, both courses received high ratings. The Support Services Review: Trends and Highlights provides an excellent overview of the Support Directorate and would also afford the CTs the opportunity to become personally acquainted with the other participants from the various Offices of the Directorate. From the Supervision course the CTs can gain a working knowledge and understanding of the theories, practices, and techniques of effective supervision which can be of benefit to them and the Agency throughout their careers.


5. Based upon the very limited number of candidates, their experience to date in the Agency, and the pertinent training already available as described above, I recommend that these courses be utilized in lieu of a single course tailored especially for this group of CTs. If this recommendation is approved, Support School's Administrative Faculty will administer and manage these individuals during October. The Grid pre-work will be handed out and the students briefed on 1 or 2 October 1970. The days (12th and 16th) before and after ADP can be used for informal discussions and seminars.


Chief, Support School

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Attachment:
As stated

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CONCUR		20 MAY 1970
	Hugh T. Cunningham Director of Training	Date
APPROVED	(Signed) John W. Conley	27 MAY 1970
	R. L. Bannerman Deputy Director for Support	Date

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